COLLEAGUE SELF-SERVICE FACULTY GUIDE

HOW TO NAVIGATE COLLEAGUE SELF-SERVICE SCREENS OR MENUS:

Navigation Icons:

Click on this will expand the icons column. Click on it again will shrink the column.

Click on this will display the Home page.

Click on this will displays the Finance Information menu and its submenus.

Click on this will display the Employment Menu and its submenus.

Click on this will display the Academic menu and its submenus.

Click on this will display the Daily Work menu and its submenus.

Click on this will display the User Options and its submenus.

When you first login to Colleague Self-Service, you most likely to see a screen similar to the one below. This is the "HOME" screen. The "Faculty" and "Employee" menus will only be available if you are an employee and also a faculty member.

❖ Click on the "**Faculty**" menu will display the "Faculty" page which lists all course sections that you taught. It may take up to a minute or more to display the page. Please be patient.

Click on a section will display students information such as roster, grades, etc..

❖ **Permissions** – allows faculty who has the appropriate permission to override pre-requisite and other restrictions.
❖ **Grading** – shows the students grade, their classification, and other features.
❖ **Roster** - shows all students in your section with their email address where you can email to them.

An instructor can simply click on the student's **email** to send an email to the student.

Advising

The "Advising" menu only displays if the user is a full-time instructor or a counselor and was assigned as an "advisor".

❖ The "Advising" menu lists all advisees who have been assigned to the instructor.

➢ If the list is too long and you cannot see the student that you're working with, you may choose to do a "Search". Just type the student name or his/her ID to the "**Name or ID**:" box and click on the "**Search**" button.

❖ Click any student in the "Advising" list will display the student advising page where you can do advising. This page has many tabs and these tabs contain many information about the student, including classes that have been taken, grades, test scores, course catalog, etc…

Daily Work ⌄ Advising ⌄ Advising Overview

‹ Back to Advisees   🔍 Search for courses...

Alex S. Smith   Review Complete
Student ID: 0123456
Program(s): Electrical Engineering   Course Plan last reviewed on 2/5/2017 by Lampley, Rodney S.
Educational Goal: Degree, Diploma, or Cert
Advisor(s): John Great
✉ assmith@student.richmondcc.edu

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

‹ › **Spring Semester 2017**   Planned: 0 Credits   Enrolled: 20 Credits   Waitlisted: 0 Credits   Register Now

⠿ List 📅 Calendar

⊘ Approve ⊘ Deny 🔒 Protect 🔓 Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
☐	✅ Registered	ECO-252-GW2: Prin of Macroeconomics	3	Parsons, K	TBD 1/25/2017 - 5/8/2017	Main Campus Virtual Bldg for Classes, LINE Classroom Hours

❖ **Course Plan** – display all courses that the student have been taken in the past, courses that are current taking, and register for courses.

❖ **Timeline** – display all courses that the student have been taken by term.

❖ **Progress** – display the student academic progress including the courses that have been taken, courses need to be taken, requirements, etc…

❖ **Course Catalog** – listing of courses

❖ **Notes** – any notes made about the student

❖ **Test Scores** – the student test scores

❖ **Unofficial Transcript** – viewing unofficial transcript online

❖ **Grades** – display the student grades for all courses taken at the college